



**STATE OF DELAWARE  
OFFICE OF THE STATE FIRE MARSHAL  
TECHNICAL SERVICES  
QUALITY ASSURANCE PROGRAM**



**Fire Protection System Inspection Reporting Procedures**

Licensed fire protection system contractors are required by the Delaware State Fire Prevention Regulation to record and report all inspections. As of July 1, 2000, licensed companies were required to use the newly revised version of the Certificate of Inspection for reporting deficiencies to the Office of State Fire Marshal. Our agency developed the new forms as a means for the licensed companies to report deficiencies to our agency. Because the forms do not record all elements of the inspections you are performing, you need to use a separate document to record the elements of inspection outlined in the prescribed NFPA Codes and Standards. Listed below is the process enforced since July 1, 2000.

**1. Inspection Report:** All fire protection systems are required to be inspected in accordance with Appendix "F" of the State Fire Prevention Regulations by a fire protection systems contractor licensed by the Office of the State Fire Marshal.

This inspection will generate a 3-5 page inspection report which:

- ?? Is given to the owner and must be kept for the life of the system
- ?? Must also be kept by the servicing licensed fire protection systems contractor for a minimum of two years

**NOTE:** The above mentioned report is a document that will be developed by the licensed inspection company, and be in compliance with the appropriate NFPA code or standard that requires the inspection. ***A form similar to our previous long Certificate of Inspection is an example of what is required.***

**2. Certificate of Inspection:** Deficiencies are identified on a one page "Certificate of Inspection" (C of I) which is required to be submitted to the State Fire Marshals Office for the purpose of identifying that the system has received its annual inspection AND identifying for appropriate action, what deficiencies were found.

- ?? When "**Major**" deficiencies are found, the C of I must be faxed to our Dover Office of the State Fire Marshal or sent to our new Email Address ([gap.techservices@state.de.us](mailto:gap.techservices@state.de.us).) within **24 hours** of inspection, identifying all "Major" and "Minor" deficiencies found.
- ?? When only "**Minor**" deficiencies are found, the C of I must be sent to our Dover office within 30 days of inspection, identifying that no "Major" deficiencies were found and identifying all "Minor" deficiencies.
- ?? When NO deficiencies are found, the C of I must be received at the Dover Office of the State Fire Marshal office within 30 days of inspection identifying that no "Major" or "Minor" deficiencies were found.

**Note:** Any deficiencies corrected at the time of inspection need not be annotated as a deficiency on the form. However, if a condition that warrants the attention of the Office of the State Fire Marshal is discovered and fixed, annotate a comment as to the condition found, i.e., “fire alarm control panel found with bells silenced”

**3. Deficiency Repair Form:** This document resembles the Certificate of Inspection Form and is sent to our Dover Office by the licensed repair company once the major or minor deficiency with the system is corrected.

?? It is required that the deficiency code as recorded on the C of I is reflected on Deficiency Repair Form.

?? The form is required to be faxed to our Dover Office within 24 hours of Major Deficiency Repair, or sent to our new Email Address ([gap.techservices@state.de.us](mailto:gap.techservices@state.de.us).)

?? Minor Deficiencies can be sent through standard mail to our Dover Office within 30 Days of deficiency repair.

**Note:** Only annotate the deficiencies that are fully corrected on the deficiency repair form. Feel free to make a comment on the form when a deficiency remains without corrective action.

**4. Fees:** Annual Certificates of Inspection shall be submitted along with the appropriate fees.

The fee is \$25 per system.

Exception: Apartment or other Multi-Family Dwellings (3+ units)–

|                  |                |
|------------------|----------------|
| 1-5 buildings -  | \$25 / system  |
| 6-20 buildings - | \$15 / system  |
| 21 and over -    | \$300 flat fee |

Fees for systems located within the city limits of Dover, Newark, New Castle & Wilmington are not required to be sent to the Office of the State Fire Marshal.

Also, for systems owned by the federal government, State of Delaware, public school districts, fire companies & city/town municipalities, fees are not required.